

SCHEDULE A DUTY STATEMENT

Mid-West Aboriginal Ranger Program Coordinator

Position Overview

Position Title	MARP Coordinator
Position Location	Geraldton
Employment Status	0.8 FTE
Contract Agreement	As per the conditions of the NACC Enterprise Agreement (2013)
Classification and Salary	P1 \$72,987 to P4 \$81,192 + Superannuation(pro rata), based on skills and Experience.
Contract Term	Commencing early 2021, initial contract to 30 December 2021. Contract extension available subject to performance and availability of funding.
Reports to	Programs & Operations Manager
Positions under Direct Supervision	Nil

Key Responsibilities

The MARP Coordinator will develop and sustain regional partnerships to ensure outcomes and project deliverables associated with the Midwest Aboriginal Ranger Program (MARP) are achieved.

Supervised by the Programs and Operations Manager, this role will work in partnership with the whole NACC NRM team, as well as project partners and stakeholders. Including but not limited to Traditional Owners, community members and groups, local government and state agencies to ensure project outcomes are achieved on time and within budget. The role will focus on increasing Aboriginal community skills, knowledge and engagement. The role will also support Indigenous Australians to generate economic and social benefits through the effective and sustainable management of their lands.

Based in Geraldton, the MARP Coordinator will plan, promote and report Ranger work activities in collaboration with project service partners and the broader NACC NRM team. The MARP Coordinator will be expected to travel extensively throughout the NAR to fulfil the role's duties.

The MARP Coordinator responsibilities include:

1. Plan and deliver the Mid-West Aboriginal Ranger Program. Key elements to achieve this are: Plan and Implement Strategic Objectives; Implement key measurable activities; Coordinate and undertake Stakeholder engagement; Prepare Communications materials; Manage Service Provider Contracts including Reporting.
2. Liaise with MARP project service providers to ensure all contractual and project administration outcomes and requirements are met and support the development of partnerships to deliver and extend MARP activities.
3. Facilitate increased involvement of the Aboriginal community in the development and maintenance of strategic ranger networks, and liaise regularly with Traditional Owners.
4. Ensure all actions are guided by NACC NRM's Purpose, Way and Impact as well as NACC NRM's organisational values and the regional NRM strategy, NARvis.

Key Duties

Project Related Responsibilities	<p>The MARP Coordinator will play a pivotal role in ensuring the Mid-West Aboriginal Ranger Program successfully meets contractual requirements and demonstrates value to the Aboriginal community. Specific responsibilities will include:</p> <ul style="list-style-type: none"> • Provide a central contact point and support for MARP project service providers, Traditional Owners and community groups to participate in MARP activities. • Prepare MARP reports, budgets, and routine correspondence as requested or directed. • Prepare and monitor as required, contracts directly related to the delivery of the MARP. • Engage with Aboriginal organisations in the NAR. Specifically, those organisations that have an interest or role in delivering the Midwest Aboriginal Ranger Program. These organisations may include, but are not limited to Aboriginal owned and run businesses, Aboriginal land managers and owners, and relevant Commonwealth, State and Local agencies. • Coordinate and ensure the successful delivery of NACC NRM's contractual outcomes associated with Midwest Aboriginal Ranger Program (MARP). Oversee the development, implementation and successful delivery of any MARP Strategic Plans. • Establish and maintain strong working relationships with Aboriginal organisations/partners and key stakeholders to support and strengthen relationships and partnerships throughout the development and implementation of MARP projects and activities. • Ensure there is open and clear communication between all key relevant MARP stakeholders, both internal and external. • Ensure Aboriginal engagement outcomes, activities and 'learnings' are promoted through culturally appropriate and effective publicity and communications. Promotional materials will need to be prepared which
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	<p>promote the work undertaken by NACC NRM and other MARP partners in the delivery of the program.</p> <ul style="list-style-type: none"> • Support the development, delivery, monitoring and evaluation of NACC's Community Engagement Plan.
Other Duties	<ul style="list-style-type: none"> • Uphold NACC NRM's Purpose, Way, Impact and organisational values, and contribute positively to NACC NRM's organisational culture of excellence. • Adhere to NACC NRM's Staff Code of Conduct, and all NACC NRM policies and procedures with particular attention given to OH&S. • Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work. • Participate in work plan development and performance reviews as required. • Undertake required extensive travel and overnight stays as required to fulfil duties. • Undertake other duties as may reasonably be expected, or as directed by the CEO.

NOTE: This duty statement is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

SELECTION CRITERIA

Essential

- Tertiary qualification in NRM or relevant thematic field (e.g., anthropology), and/or demonstrated experience in a relevant role.
- Demonstrated experience in project management and implementing project management methodologies. Experience delivering projects with an Aboriginal Engagement focus will be view favorably.
- Demonstrated sound interpersonal skills, including the ability to communicate effectively and work with individuals from a range of organisations. These organisations include but are not limited to, Traditional Owners, community groups, government, partner organisations and other Stakeholders.
- Demonstrated ability to work as an individual and as part of a team.
- Demonstrated ability to meet deadlines and be flexible in assisting with team priorities.
- Excellent written communication skills including experience in the preparation of reports or similar.
- Commitment to and passion for natural resource management, and the Purpose of NACC NRM.
- Sound experience in the use of a Personal Computer and in particular the Microsoft Office package.
- Effective negotiation, liaison and presentation skills.
- A current 'C' Class driver's licence.

Desirable

- Experience in the use of GIS.
- Experience in the use of a 4WD vehicle.

NACC NRM is committed to improving employment opportunities and outcomes for Aboriginal and Torres Strait Islander people specifically in relation to the delivery of the Midwest Aboriginal Ranger Program. As a measure to achieve equality and support, Section 51 of the Equal Opportunity Act 1984 (WA) will apply to this position. Aboriginal people are strongly encouraged to apply.

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APPLICATION REQUIREMENTS

- Visit the NACC NRM website jobs section, and download the JDF and application information.
- Complete a Cover Letter expressing your interest and suitability for the advertised position.
- Complete a written response clearly addressing and highlighting all the areas outlined under the Selection Criteria. This includes the essential and desirable qualifications, skills and experience*
- Submit your (i) Cover Letter, (ii) Resume/Curriculum Vitae which summaries your experience, and (iii) Statements addressing the Selection Criteria.

** Applications that do not include a completed Cover Letter, or that do not address the Selection Criteria will not be accepted.*

For further information or to submit your application, please contact NACC NRM Programs & Operations Manager Kane Watson on 08 9938 0100 or kane.watson@nacc.com.au ensuring you place the title of the position in the "Subject" line of your email. Incomplete or late applications cannot be accepted.

APPLICATIONS CLOSE: FRIDAY 05 FEBRUARY 2021, 5PM WST

Application Tips: (The following is suggested to assist you in writing your statement addressing the application.)

- For each of the essential and desirable criterion, draw on your previous experience to write a brief statement that describes a situation in which you successfully utilised the skill or attribute to achieve a successful outcome.
- The examples can be from your previous work experience, studies or general life experience and should contain a description of the situation, an outline of the action you took, how the skill or attributes assisted you and the end result of the action. One statement may address more than one criterion, though this must be clearly indicated.
- It is intended that the final statement addressing all criteria should be 2 – 4 pages in length or approximately half a page to a page per criterion, although the content is more important than the volume.

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